




EXERCISE 25. DRAWING DOWN FUNDS


 Drawing down funds is a **Three-Step Process**:

- 1) Select a grantee or subgrantee (“Authorize” in IDIS);
- 2) Create a drawdown: then,
- 3) Approve a drawdown.

 Funds can only be drawn down after they have been committed through ACTIVITY FUNDING. Only Approved Drawdowns are paid. Created (or “Open”) Draws stay “on hold” until approved or canceled.

 CDBG users can request a draw from a prior program year. If it is within 90 days of the end of the CDBG program year, a PRIOR YEAR FLAG field appears on the screen when a draw is being created. You can enter a “Y” to draw from the previous CDBG Program Year or leave the field blank to fund from the current CDBG Program Year.

- APPROVED Draws can be canceled by the grantee up to 8:00 P.M. Eastern Time.
- After an APPROVED Draw is sent through LOCCS, funds are wire transferred to the grantee’s local bank, arriving in 48 to 72 hours.
- There are only a few screens in the drawdown environment.

 There are three limits on the amount of a drawdown. It can’t exceed:


- 1) the total amount estimated for the activity,
- 2) the total amount funded from a grant for an activity, or
- 3) the balance of the grant (grant less all previous drawdowns).

Part A: Draw Down Funds

1. At MAIN MENU, **type** “D” and press **<Enter>** to get into the DRAWDOWN MENU.


? Note the 6 menu choices. Which would you select to create a drawdown?

2. **Type** “04” (to go to CREATE DRAWDOWNS) and press **<Enter>**. Note the message at the bottom of the screen.
3. **Type** in the correct entry (“01”) and press **<Enter>**.
4. Follow the directions at the top of the screen; **type** “X” on the green line next to the IDIS Entitlement Grantee, Concord, and press **<Enter>**.

 **Note:** Your own grantee name will appear here when you are “live.” If you have designated HOME subgrantees (through your HUD Field Office), you would also see a list of these. If you have multiple HOME subgrantees, you may not be able to view the entire list at once. To scroll to a subgrantee not appearing on the list, position the

cursor in the green field located to the left of the title “Search For Grantee Name”. Once there, type in the name or first four letters of the subgrantee you wish to choose and press <Enter>. The subgrantee’s name should now appear at the top of the screen and you would be able to select it.

5. Note the message in white at the bottom of the screen. Press <Enter> again. This confirmation process is used throughout the drawdown area and also in the program income area.
6. Now make the appropriate entry to create a drawdown. In the DRAWDOWN MENU, type “04” and press <Enter>.

 *Note: We are now on the “CREATE DRAWDOWNS” screen. On each line, you indicate the activity for which you want to draw down funds. You can draw down funds for up to 60 separate activities on this screen, or voucher.*

7. On the “CREATE DRAWDOWNS” screen enter the voucher submission date (it will automatically default to today's date or you leave it blank) and activity numbers which you want to draw down funds for and press <Enter>.
8. Type in the amount of funds to be drawn down in dollars and cents (e.g., 1,027.89).


 *Keep costs down to a few thousand dollars so as not to exceed the activity amount.*

9. Repeat step 8 for the remaining activities.
10. **STOP.** Review your data entries. Is the amount for each activity correct? Press <Enter>. If you have more activities you will have to scroll down (<Shift> <F6>) and repeat steps 8 and 9. After you have entered the amount of funds to be drawn down for all activities, press <F20>.
11. Notice the message in white at the bottom of the screen. Press <F20> again.
12. Note the Voucher Number that appears at the bottom of the screen and write it down. Note that you have a Voucher Total at the bottom of the screen. Look at the <F> keys at the bottom of the screen. Press <F7> to stay in the drawdown environment.

Part B: Maintain Drawdowns

1. Press “05” to go to MAINTAIN DRAWDOWNS. Note the message in white. In the future, when you have created many draws in IDIS, you will want to put in today’s date or a voucher number to get quickly to the right spot. Press <Enter>. This will display all drawdowns in all vouchers created for this grantee in IDIS since the beginning of time.
2. Press <Shift><F6> to see if the list of drawdowns goes on to additional pages.

3. Look at your selection options. While you might think “R” for revise would be the correct choice, that option can only be used when you are moving dollar amounts from one draw to another draw that has already been created. This will be demonstrated in the section on Revise Drawdowns below. In order to change the amount of a draw, you must first cancel the draw and then re-enter the draw with the correct amount.
4. **Type** a “C” next to the last drawdown to cancel it. Press <Enter>. **STOP**. Read through this next screen carefully. It contains a substantial amount of information about the drawdown we are canceling. You can change your mind at this time by pressing the <F7> key and the drawdown will not be canceled. Press <Enter> again (as prompted) to complete the cancellation of this drawdown.
5. Press <F7> to return to the DRAWDOWN MENU.
6. Go to CREATE DRAWDOWNS. (**Type** “04” and press <Enter>.) On the blank screen fill in the voucher submission date and HUD ACTIVITY NUMBER and press <Enter>.
7. **Type** in an amount of “\$10,000,000”. (Go ahead - try it - even the best make mistakes once in a while).
8. Press <Enter>. What happened? Note white message at bottom of screen “REQUESTED DRAW AMOUNT EXCEEDS AVAILABLE AMOUNT.”
9. Press the <End> key to delete the numbers.

 *It is safer to delete the amount rather than just typing over it. Sometimes errors occur when typing over another number.*

10. Reduce the amount of your original drawdown by \$100. **STOP**. Look over your data entry. If all is OK, press <Enter> and then press <F20>. Press <F20> again. Note that a new Voucher Number is displayed on the screen. Press <F7> to return to the DRAWDOWN MENU.


Part C: Approve Drawdowns

1. At the DRAWDOWN MENU, go to APPROVE DRAWDOWNS/VOUCHERS. (**Type** “06” and press <Enter>.)
2. Type in the date, and the voucher number and press <ENTER>. Press <Shift><F6> to see if there are drawdowns on a following screen.

*Note the various choices available on this “APPROVE DRAWDOWN” screen. They are listed near the top of the screen. Next to each OPEN drawdown, **type** “A” for approve. When done, press <Enter>. **STOP**.*

2. Press <Enter>. Watch the name of the activity and other information on the screen change as you approve the drawdown for one activity after another. Continue to press <Enter> until you get back to your list of drawdowns. Note that the person approving the drawdowns gets to see more information about the activity than the person creating the draw. When you get back to the original “APPROVE DRAWDOWN” screen you have successfully completed approving the drawdowns.
3. Next to the first approved drawdown, **type** “C” to cancel it. Next to the second approved drawdown, **type** “K” to revoke it to open. Press <Enter>. When the next screen appears, find the name of the first activity. Read the message in white at the bottom of the screen. Press <Enter>. Note the activity name has changed. Note the message at the bottom of the screen has changed. Complete the process for the second activity.

REVISE DRAWDOWN

 *IDIS will let you move funds from a draw for one activity to another (or several others) even after a drawdown has been paid. Here is how it works.*

1. Go to MAINTAIN DRAWDOWNS and bring up the drawdown that you wish to revise.
2. Place an “r” next to the drawdown.
3. On the next “REVISE DRAWDOWN” screen, type in:
 - the HUD Activity number to which you want to move funds in the REVISED HUD ACTIVITY NUMBER field;
 - the amount of funds you wish to move to that activity in the REVISED DRAWDOWN AMOUNT field.

Then press <Enter> twice.

4. If you want to move the funds to more than one other activity, you repeat steps 2 & 3.

For example, suppose you drew down \$10,000 for HUD ACTIVITY NUMBER 1040 in error. You want to move \$6,000 to HUD ACTIVITY NUMBER 1001 and \$4,000 to HUD ACTIVITY NUMBER 1002. To do this you would follow steps 2 and 3.

- on the “MAINTAIN DRAWDOWN” screen, you would put an “r” next to HUD ACTIVITY NUMBER 1040;
- on the “REVISE DRAWDOWN” screen, you would type 1001, and \$6,000.
- on the “MAINTAIN DRAWDOWN” screen, you would now see three lines instead of just one. You would see:

Sel	Voucher Date	Voucher Number	Line Item	HUD Act #	Voucher Status	Pgm Code	Source Type	Fund Type	Recip Type	Draw-down Amount
	03/14/97	312	01	1040	Revised	B	MC	EN	LG	\$10,000
	03/17/97	312	05	1001	Open	B	MC	EN	LG	\$6,000
	03/17/97	312	06	1040	Open	B	MC	EN	LG	\$4,000

The “revised” status of the \$10,000 draw for HUD ACTIVITY NUMBER 1040 is similar to a “canceled” status in that you can do nothing further with that draw.

The “open” status on the bottom line indicates that there is still an open draw for HUD ACTIVITY NUMBER 1040 but it is now shown at \$4,000. This draw can now be revised and moved to HUD ACTIVITY NUMBER 1002 following the same procedure.

Sel	Voucher Date	Voucher Number	Line Item	HUD Act #	Voucher Status	Pgm Code	Source Type	Fund Type	Recip. Type	Draw-down Amount
	03/17/97	312	06	1040	Revised	B	MC	EN	LG	\$4,000
	03/17/97	312	08	1002	Open	B	MC	EN	LG	\$4,000

This same procedure can be used if the draw has the voucher status of “complete”. In that case, you would be moving funds that you already have in your bank account from one activity to another.